

## IRA Distribution Request Form

(One-time Distributions, IRA Account Termination, Recurring Distribution Set-up and Updates)

### Helpful Information

- It is your responsibility to ensure that your IRA distributions comply with IRS rules. All transactions made using this form are reported to the IRS as an IRA distribution. Please consult your tax professional as such distributions generally result in taxable income to you.
- Required Minimum Distributions (RMD) apply to account holders age 72 and older and reported as “Normal” distributions on Form 1099-R.
- Qualified Charitable Distributions (QCD) apply to account holders age 70½ and older and reported as “Normal” distributions on Form 1099-R.
- The QCD exception must be filed on Form 1040. QCDs will be subject to an Accommodation Fee. A Letter of Instruction, in addition to the IRA Distribution form, will be required to process your QCD request. QCDs cannot be set-up as recurring distributions.
- Securities will be priced as of the previous day closing price when processed. Due to the potential fluctuation of prices, it is the account holder’s responsibility to ensure that the desired dollar amount has been distributed. Failure to monitor may result in IRS penalties.
- Roth IRA account holders over age 59½ who choose the “> 5 yrs.” option when requesting Roth Normal Distributions assume responsibility for ensuring the 5 year period to determine Qualified Roth Distributions has been met.
- If you are a nonresident alien, a 30% tax withholding rate will apply unless you reside in a country with a lower tax treaty rate and submit a valid IRS Form W-8BEN. Contact your Financial Professional to find out if a lower tax treaty rate applies.

#### By signing this form you acknowledge:

- Non-Roth IRA distributions will generally be taxed as ordinary income, and may be subject to a 10% early withdrawal penalty if taken before age 59½.
- Distributions from a Roth IRA that are attributable to earnings may be taxed as ordinary income and may be subject to a 10% early withdrawal penalty unless certain conditions are met.
- Distributions made from any SIMPLE IRA prior to age 59½ and within the first two years of participating in an employer’s SIMPLE IRA plan may be subject to a 25% penalty.
- If taking Substantially Equal Periodic Payments (Internal Revenue Code 72(t)), it is your responsibility to comply with IRS rules. Hilltop Securities reports such distributions as “Premature-Early Withdrawal—no known exception” in accordance with IRS requirements. The 72(t) exception must be filed on Form 5329.

Nothing herein constitutes or should be construed as a legal opinion or advice. Recipients should consult their own attorney, accountant, financial or tax professional or other consultant with regard to their own situation. Neither Hilltop Securities Inc. nor any of its affiliates shall have any liability for any use of the information set out or referred to herein.



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 Update

## IRA Distribution Request Form

### 1. HTS Account Information.

HTS Account Number: \_\_\_\_\_

Full Name (First, Middle, Last)	Last 4 Digits of SSN/Taxpayer ID #	Date of Birth
Address	City	State/Province
		Country
		Zip

### 2. Type of IRA. (Check ONE)

1. Traditional    2. Roth    3. SEP    4. SIMPLE

### 3. Distribution Type. (Check ONE)

1. Normal Distribution (Over age 59½) Is this a Qualified Charitable Distribution (QCD)?  Yes (If Yes, attach Letter of Instruction.)  
 Roth Normal    >5 yrs.    <5 yrs.    Unknown
2. Premature - Early-Under age 59½  Traditional or  Roth (Exceptions to IRS 10% penalty must be filed on Form 5329) \*IRS 10% penalty is exclusive from your Federal tax election in section 5 of this form.
3. Beneficiary IRA -  Traditional or  Roth
4. SIMPLE IRA -  Normal    Premature    > 2 yrs. since 1st Employer Contribution    < 2 yrs. since 1st Employer Contribution
5. Disability(as defined under IRS Code Section 72(m)(7))
6. Removal of Excess Contribution for Prior Year \_\_\_\_\_
7. Removal of Excess Contribution for Current Year
8. Removal of Excess Contribution plus earnings before tax filing deadline. Is contribution being removed in same year?  Yes    No
9. IRA to Qualified Plan (Attach a Letter of Acceptance-not used for IRA to IRA transfers)

### 4. Reason for Distribution. (Check ONE)

A. Distribute my entire account and close. (Note: Subject to a closing fee.)

B. One time Distribution

i. Cash \$ \_\_\_\_\_

Before taxes are removed (gross distribution)

After taxes are removed (net distribution)

ii. Securities

Distribute the following securities.

Asset Description	Quantity	Asset Description	Quantity

C. Recurring Distribution\*

Cash \$ \_\_\_\_\_

Before taxes are removed (gross distribution)

After taxes are removed (net distribution)

Frequency (Check ONE)

1. Weekly \_\_\_\_ (Choose M-T-W-TH-F)    2. Monthly (Make payment on: \_\_\_\_ day of month)    3. Quarterly - Beginning \_\_\_\_ Month \_\_\_\_ Day
4. Under the Hilltop Dividend/Interest payment schedule, as revised from time to time. (Check ONE)
- 4a. Dividend/Interest Income                       4b. Dividend/Interest/Principal Pay downs

\* If recurring date falls on a weekend or holiday your funds will be distributed on the **next** business day.

**5. Tax Withholding-Form W-4P/OMP No. 1545-0415.**

The Tax Equity and Fiscal Responsibility Act of 1982 requires withholding of Federal Income Taxes from distributions beginning on January 1, 1983, unless the recipient elects not to have withholding apply. You may opt out of this withholding by checking the appropriate box below. IF NO ELECTION IS MADE, THE CUSTODIAN MUST WITHHOLD TAXES AT THE REQUIRED RATE (10%). Penalties may be incurred under the estimated tax rules if your withholding and/or estimated tax payments are not sufficient.

**Please select one of the following required options for federal withholding. This withholding election only applies to this request. Do not leave this section blank:**

- I elect to have no federal income tax withheld from my Retirement Account Distribution.
- I want the following federal percentage withheld \_\_\_\_\_ (not less than 10%) from each payment.

**Please select one of the following for state withholding. This withholding election only applies to this request. Leave this section blank if your state does not have a state income tax requirement:**

- I elect to have no state income tax withheld from my Retirement Account Distribution.
- I want the following state percentage withheld \_\_\_\_\_. Not applicable to all states. Please confirm with your Financial Professional.

**6. Distribution Method. (Check ONE)**

- 1. Check
- 2. Transfer to HTS account # : \_\_\_\_\_
- 3. Stock Certificate
- 4. ACH (Must complete the ACH Authorization form if instructions are not on file.)
- 5. Wire (Fill out and attach the Fed Wire Request form. Please note, there is an applicable wiring fee.)

**7. For Participants Age 72 and Older.**

I understand there is a minimum annual distribution requirement based on life expectancy and there is a penalty for not complying.

**8. Please Sign and Date.**

X \_\_\_\_\_  
Signature Date